Suggested Terms of Reference for
Working Group to Consider Adoption of a Common Report Format

1. The members of the Working Group to Consider Adoption of a Common Report Format have been appointed by their respective Agencies at the request of the IAC Ad-Hoc Sub-Committee on Information Processing.

2. The Working Group is to develop recommendations acceptable to the IAC regarding standardization of format of published intelligence reports. The following is a partial list of items suggested for consideration:

    a. Standard size for reports

    b. Use of color in the form

    c. Identical wording for items of same meaning

    d. Identical locations for items of same meaning

    e. Physical uniformity of reports to satisfy all present and future methods of reproduction in any program of automation

    f. Systematic citation of enclosures

3. The Working Group is informed that one of the items resolved by the Ad-Hoc Sub-Committee is the question of a common numbering system. At its 7 November 1955 meeting the Sub-Committee agreed to recommend a common numbering system for the intelligence agencies to be put into effect by 1 July 1956 if possible. Copies of the Working Group paper describing the modus operandi for this proposal are attached.

4. It is requested that the Working Group submit a monthly progress report to the Chairman of the Ad-Hoc Sub-Committee, with 1 April 1956 as a target date for the final report.